WHAT IS CLAIMED IS:

1. A recording apparatus, comprising:

means for recording desired files on a recording medium; and

index file production means for producing an index file of the files recorded on the recording medium from extract information of the files and a folder;

said index file production means being operable to classify the extract information for individual types of the extract information into groups including a group of property to which property information of the files is allocated and a different group different from the group of property, to allocate, in the different group of the extract information, the extract information of one of the files or the folder to one or a plurality of slots of a fixed length, and to allocate, in the group of property, the extract information of the one file or the folder to one or a plurality of slots of the fixed length so that said group of property has slots corresponding to the slots at least of the different group to produce the index file;

said index file production means setting, in each of the slots of the group of property, management information for managing the slot and a corresponding

slot of the different group;

said index file production means setting, in the management information of each of the slots of the group of property, at least a slot number for specifying the corresponding slot of the different group and valid/invalid information representative of whether each of the slot of the group of property and the corresponding slot of the different group is valid or invalid;

said index file production means setting, in a header of the group of property, a last valid slot number for specifying a last one of those of the slots of the group of the property which are set to valid with the valid/invalid information.

2. A recording apparatus according to claim 1, wherein, when said index file production means reproduces the index file from the recording medium, said index file production means omits the reproduction of those of the slots which succeed the last slot.

3. A recording apparatus according to claim 2, wherein said index file production means collectively reproduces, with reference to the last valid slot number set in the header, those of the slots of the group of property up to the last slot and stores the reproduced

61

slots into a memory, and then reproduces the recording medium based on the information stored in said memory.

4. A file management method for managing a plurality of files recorded on a recording medium, comprising the steps of:

classifying extract information of the files and a folder for individual types of the extract information into groups including a group of property to which property information of the files is allocated and a different group different from the group of property;

allocating, in the different group of the extract information, the extract information of one of the files or the folder to one or a plurality of slots of a fixed length; and

allocating, in the group of property, the extract information of the one file or the folder to one or a plurality of slots of the fixed length so that said group of property has slots corresponding to the slots at least of the different group to produce an index file;

each of the slots of the group of property having set therein management information for managing the slot and a corresponding slot of the different group;

the management information of each of the slots of the group of property having set therein at least a slot

62

number for specifying the corresponding slot of the different group and valid/invalid information representative of whether each of the slot of the group of property and the corresponding slot of the different group is valid or invalid;

a header of the group of property having set therein a last valid slot number for specifying a last one of those of the slots of the group of the property which are set to valid with the valid/invalid information.

5. A program for a file management method for causing a computer to execute a predetermined procedure to manage a plurality of files recorded on a recording medium, the processing procedure comprising the steps of:

classifying extract information of the files and a folder for individual types of the extract information into groups including a group of property to which property information of the files is allocated and a different group different from the group of property;

allocating, in the different group of the extract information, the extract information of one of the files or the folder to one or a plurality of slots of a fixed length; and

allocating, in the group of property, the extract information of the one file or the folder to one or a

plurality of slots of the fixed length so that said group of property has slots corresponding to the slots at least of the different group to produce an index file;

each of the slots of the group of property having set therein management information for managing the slot and a corresponding slot of the different group;

the management information of each of the slots of the group of property having set therein at least a slot number for specifying the corresponding slot of the different group and valid/invalid information representative of whether each of the slot of the group of property and the corresponding slot of the different group is valid or invalid;

a header of the group of property having set therein a last valid slot number for specifying a last one of those of the slots of the group of the property which are set to valid with the valid/invalid information.

6. A recording medium on which a program for a file management method for causing a computer to execute a predetermined procedure to manage a plurality of files recorded on the recording medium is recorded, the processing procedure comprising the steps of:

classifying extract information of the files and a folder for individual types of the extract information

64

into groups including a group of property to which property information of the files is allocated and a different group different from the group of property;

allocating, in the different group of the extract information, the extract information of one of the files or the folder to one or a plurality of slots of a fixed length; and

allocating, in the group of property, the extract information of the one file or the folder to one or a plurality of slots of the fixed length so that said group of property has slots corresponding to the slots at least of the different group to produce an index file;

each of the slots of the group of property having set therein management information for managing the slot and a corresponding slot of the different group;

the management information of each of the slots of the group of property having set therein at least a slot number for specifying the corresponding slot of the different group and valid/invalid information representative of whether each of the slot of the group of property and the corresponding slot of the different group is valid or invalid;

a header of the group of property having set therein a last valid slot number for specifying a last

65

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which are set to valid with the valid/invalid information.